

Issued July 29, 1946

UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Field Service Branch
Northeast Region
Washington 25, D. C.

COUNTY PROCEDURE FOR PREPARATION AND TRANSMITTAL
OF 1946 APPLICATIONS FOR PAYMENT
(NER-1020)

SECTION I. GENERAL

- A. Form to be Used. All applications for payment will be filed on Form NER-1020. An application shall cover neither more nor less than a farm as defined in ACP-1946, 1946 Agricultural Conservation Program Bulletin.
- B. Persons Eligible to File Applications. An application for payment with respect to any farm enrolled on or before June 30, 1946, (see NER-1028, Section I, C) may be filed by any producer who contributed to the carrying out of a cash practice on a farm provided prior approval for the carrying out of such practice has been given by the county committee. No application for payment will be filed where the only performance was with conservation material and all of the conservation material furnished was properly used.

No cash payment will be made with respect to any application filed in the county office later than the following applicable date:

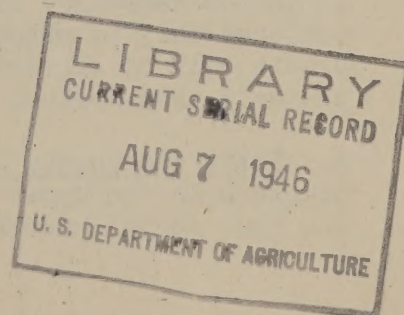
March 31, 1947 in New York

April 30, 1947 in Massachusetts, Rhode Island, Connecticut
and New Jersey

June 30, 1947 in Maine, New Hampshire, Vermont and Pennsylvania

An application for payment for less than \$1.00 should be submitted only upon special request by the producer and so indicated under "Remarks."

If a producer who is otherwise eligible to file an application, has died, disappeared, or has been declared incompetent prior to filing such application, an application for payment may be filed by his successor(s) determined in accordance with the applicable order of precedence set forth in ACP-22 as amended. The State Office will issue instructions for proper showing of typed names and signatures.



- C. Forms for Which Applications for Payment are Required. Applications shall be filed for all farms in a county with respect to which:
1. Applications are required in accordance with the provisions of NER-1028, Section II, D, 4, or
 2. A producer is other than an individual, partnership or estate, if he has filed or will file applications or has been furnished conservation material or services in connection with any other farm in the United States, or
 3. A producer expects to receive a cash payment for carrying out cash practices.
- D. Notices of No-Payment. If it is determined that no payment is due a producer who has signed an application, he shall be notified to that effect and of the reasons therefor.

SECTION II. ENTRIES TO BE MADE BY COUNTY OFFICES ON NER-1020

All solid horizontal lines indicate spaces to be used in State Offices and must not be used by county offices. Entries to be made by county offices are indicated by dotted horizontal lines. All spaces left blank will be considered as "zero" entries except where the procedure requires that an entry be made.

All figures representing conservation material and units of cash practices shall be expressed to the nearest tenth. Whole numbers shall show the decimal point. All erasures or alterations and all entries on the application to correct original entries which have been changed or otherwise altered must be initialed (in script not printed) by a county committeeman. The county committeeman initialing any such correction must also sign the application in addition to any other county committeeman who may have previously signed it.

If there are two or more producers on the farm, prepare and attach a copy of NER-1020 for each producer entitled to share in the payment. In these cases, enter the State and county code and serial number on each producer's copy. The basic data entries for the farm in Section IV, lines 1 through 6, shall be made on only one producer's copy. Other county office entries in Section IV relate to the producer whose name appears on the application.

It is not necessary for a producer to sign an application if he contributed only to practices carried out with conservation material. Credit will be allowed for his share of the conservation material properly used whether the application is or is not signed.

A. State and County Code and Serial Number. Enter in the space provided in the upper-right hand corner the State and county code and farm serial number.

B. Entries in Section III.

1. Signature. The signature of each producer who contributed to carrying out cash practices should appear in the space provided on the original (white) copy. The signature must be in the original and should be in ink or indelible pencil. The signature need not be as complete as the typed name, but must not be in conflict with it. Such signature may be obtained either before or after the data from which the payment may be computed have been entered.

In the case of a producer who makes applications for payment on two or more farms, care should be exercised to make sure that the typed name of such producer is the same on all of his applications.

2. Witnesses. A witness to the signature is required only in case the signature is printed, made by mark or subscribed in other than English script. The signature of the witness should be affixed immediately below the signature of the producer followed by the word "Witness."
3. Persons Signing in a Representative or Fiduciary Capacity. If an application is signed by a person who is acting in a representative or fiduciary capacity, his title, such as "Administrator," "Executor," "Guardian," "Agent," or "Attorney-in-Fact," and the name of the principal should appear as part of the signature. However, that part of the signature showing the name of the principal and the Title of the person signing may be typed. Refer to ACP-16, "Instructions on Signatures and Authorizations," for a detailed explanation with respect to the form of signature and the type of documentary authority which should be accepted in the case of a person signing in a representative or fiduciary capacity.
4. Typed Name and Address. Enter in the space provided, the typed name and address of each producer on the farm who was furnished conservation material, or who contributed to carrying out practices shown on the application. The typed name should show the full Christian name, additional initials, if any, and surname.

- C. Basic Farm Data Entries in Section IV. Enter the following applicable basic farm data in the spaces indicated on lines 1 through 6. If two or more producers have interests in the payment, all basic farm data shall be entered on the application of one of the producers.

Applicable In	Enter In	The Following:
All States	A-1	The total number of acres of land in the farm.
	B-1	The number of acres of cropland in the farm. Cropland means farmland which is in regular rotation in 1946 and farmland devoted to orchards and small fruits.
	C-1	Make no entry.
Me., Vt., Mass., Conn., N.Y., N.J., and Penna.	D-1	The number of tons of lime furnished as 1946 conservation material expressed in terms of standard ground limestone, bagged or bulk farm delivery. Do not include material transferred to the 1947 program.
N.H., R.I.	D-1	The number of tons of lime furnished as 1946 conservation material expressed in terms of standard ground limestone, bagged or bulk siding delivery. Do not include material transferred to the 1947 program.
All States	E-1 F-1 G-1	The number of hundredweight of 20%, 19% and 18% superphosphate furnished as 1946 conservation material, whether furnished under contract or purchase order. Do not include material transferred to the 1947 program.
All States	H-1 through H-6	In numerical order, the number of each practice carried out for which payment may be made and for which prior approval was given, except those carried out with 1946 conservation material. Prior approval is not required for New York Practice No. 18, New Jersey Practice No. 17, and Pennsylvania Practice No. 11.

Rhode Island - Practice No. 9 shall be shown as:

"9-B" for 3 inch tile.

"9-C" for 4 inch tile.

"9-D" for 5 inch tile.

"9-E" for 6 inch tile.

ApplicableInEnter InThe Following:

New York - Practice No. 11 shall be shown as:

"11-B" for 3 inch tile.

"11-C" for 4 inch tile.

"11-D" for 6 inch tile.

Pennsylvania - Practice No. 10 shall be shown as:

"10-B" for earth fill.

"10-C" for concrete.

"10-D" for sewer tile, 4 inch to 8 inch.

"10-E" for sewer tile, 9 inch to 18 inch.

"10-F" for sewer tile over 18 inch.

All States

I-1 through I-6 opposite the respective practice no. shown in Col. H. The number of units of each practice for which payment may be made and for which prior approval was given, except as noted below.

Units of Practice No. 2 will be shown in pounds of phosphoric acid (P_2O_5).

Prior approval is not required for New York Practice No. 18, New Jersey Practice No. 17, and Pennsylvania Practice No. 11.

Rhode Island - For Practices 10B and 10C enter the number of units (cubic yards) for each practice and in parentheses enter the number of linear feet of drainage ditch constructed.

New York - For Practice No. 10, enter the number of units and in parentheses enter the number of acres on which the practice was carried out.

For Practices 12-B and 12-C, enter the number of units (cubic yards) for each practice and in parentheses enter the number of linear feet of drainage ditch constructed.

ApplicableInEnter InThe Following:

New Jersey - For Practice No. 16, enter the number of units (cubic yards) and in parentheses the number of linear feet of drainage ditch constructed.

Pennsylvania - For Practice No. 10, enter the total number of cubic yards of earth fill, concrete, and feet of sewer pipe used in carrying out the practice on the farm opposite 10B, 10C, 10D, 10E, and 10F.

D. Producer Data Entries in Section IV. Enter the following applicable data on the application of the producer to whom they apply:

1. Producer's Shares, Debts and Assignments.

Enter InThe Following:

- I-8 "All", if only one producer and conservation materials were furnished.
- I-8 "All", if two or more producers and conservation materials were furnished to only one of the producers.
- J-8 The producer's percentage share in the cash practices entered in H-1 through H-6. If only one producer shares in the cash practices, this entry will be "100." If two or more producers share, the sum of the entries for the farm, should equal 100.
- Line 7 A description and amount of each debt owed by the producer. The description should be sufficiently complete to permit proper scheduling in the State office.

Field Service Branch (formerly AAA) debts should show the program and application number (where applicable) under which the debt arose and the reason for the debt. For example:

Due FSB - 1943 ACP, 11-001-111. Conservation Materials \$32.25.

Due FSB - 1944 ACP, 21-027-137. Overpayment. \$10.00
D. O. Voucher No. 2-7842, January 1945.

Enter In

The Following:

Due FSB - 1942 Wheat Marketing Quotas \$67.35.

Debts to other government agencies, should show the name of the agency, the account number, loan number, draft number or insurance application number, whichever is applicable, and any other identification of the debt. For example:

Due CCC - 1943 Potato Loan No. 11-002-27-B \$117.25.

Due CCC - Dairy Production Program Draft No. A-1257394 \$15.45.

Due FCIC - 1943 Premium, Application No. 23-036-28W \$11.35.

Farm Security Administration and Farm Credit Administration debts should show the address where the check is to be delivered.

Line 7

The name and address of the assignee followed by the word "Assignee" and the unpaid amount of the assignment.

2. Entries to be made under "Remarks."

IF	Enter the Following under "Remarks"
1. Conservation materials were furnished to more than one producer on the farm.	The kind and quantity of each conservation material furnished to the producer. The total of the quantities of each conservation material shown as furnished to all of the producers should equal the quantity of the same material entered in Columns D, E, F, or G on line 1 of the application on which the basic farm data is shown.
2. All or any part of the conservation material was not used to carry out approved practices.	The kind and quantity not used and the notation "not used."

IF	Enter the Following under "Remarks"
3. All or any part of the conservation material was misused and is subject to an additional deduction equal to the amount of the original deduction.	The kind and quantity misused and the notation "misused."
4. Conservation material furnished under a previous program for which only a single deduction was made is carried over and is not used or is misused in 1946. (An additional single deduction should be recommended).	The kind and quantity of the material recommended for the additional single deduction, the year the material was furnished and the applicable deduction rate.
5. The county committee finds that a producer has failed to maintain practices carried out under a previous program or to carry out approved erosion control measures as set forth in Section 7 (b) or 7 (e) of ACP-1946.	A notation to that effect.

IF

Enter the following
under "Remarks"

6. The producer has carried out practices defeating the purposes of the programs or has deprived others of payment as set forth in Section 7 (c) or 7 (d) of ACP-1946. A notation to that effect.
7. It is required that applications be cross-referenced in accordance with NER-1028, Section II, B, 6 or D 4. The applicable serial number and the names of counties and States shown in Section 10 of NER-1015.

E. County Committee Approval. Upon approval of an application by the county committee, a member shall sign in the space provided. Such signature must be in ink or indelible pencil. Enter in the space provided the date on which the application signed by the producer was received in the county office or received by an authorized employee of the county committee. In the case of applications on which there are two or more producers, the date shown on the applications should be the date the applications, signed by one of the producers were first received.

SECTION III. TRANSMITTAL OF APPLICATIONS

The white and yellow copies of the application will be transmitted to the State Office without removing the carbon. The blue copy will be retained in the county office files.

Form NED-42, "Transmittal Sheet," will be used for transmitting applications and the related Reports of Performance to the State Office. Unless otherwise directed by the State Office, it is suggested that fifty applications be included in a single transmittal. All applications in the county that are cross-referenced should be included in the same transmittal. The following applications will be transmitted on separate transmittal sheets:

1. Original applications
2. Adjustment applications
3. Supplemental applications
4. Suspended applications
5. Forms ACP-103

A. W. Manchester
Director, Northeast Region

